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LOCATION AND FINANCING OF THE FOREIGN NAMES WORK
OF THE OFFICE OF GEOGRAPHY, DEPARTMENT OF THE INTERIOR

Report of an Interagency Task Force

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Introduction

This report sets forth the findings, conclusions, and recommendations of an interagency task force established by the Bureau of the Budget, with the concurrence of the Secretary of the Interior, to review certain problems relating to the Office of Geography of the Department of the Interior.

1. Purpose: The purpose of the study was to determine the requirements of Federal agencies for standard foreign names, evaluate alternative arrangements for meeting requirements, and make recommendations concerning the future location and financing of the work currently performed by the Office of Geography.

2. Origin of the study: Since 1943 the Office of Geography has been engaged primarily in staff work leading to the standardization of foreign names. Since the increased foreign names activity resulted from the names requirements of national security agencies, its staff has been financed primarily through reimbursements from those agencies.

The budgeting problems involved in interagency financing, coupled with the fact that foreign names work is also performed by other Federal agencies, resulted in the decision that current arrangements for foreign names work throughout the Government should be reviewed.

The study was assigned to an interagency Task Force, composed of one member each from the Bureau of the Budget, the Central Intelligence Agency, and the Departments of Defense, the Interior, and State.

3. Scope and method of the study: The Task Force, through interviews with appropriate officials, has:

a. Assessed the general requirements of Federal agencies for standard foreign names, and the specific conditions and constraints which affect the meeting of those requirements;

b. Reviewed the current and potential contributions of the Office of Geography and other Federal agencies, chiefly the Defense mapping and charting agencies, toward meeting those requirements, including their work processes and their relationships to the Board on Geographic Names; and

c. Obtained the views of users concerning the adequacy of current arrangements and services for meeting their needs.

The Task Force has also analyzed statutory provisions governing the standardization of foreign names for use by all Federal agencies and their relevance to current arrangements for foreign names staff work.

Background

1. Authority for standardization of place names: Prior to 1947 the standardization of place names for use by Federal agencies was carried out by the Secretary of the Interior and the United States Board on Geographic Names under an Executive order. Public Law 80-242 of 1947 provided a statutory basis for this function, established the current Board on Geographic Names, and authorized appropriations to carry out the purposes of the Act.

2. Origin and role of the Office of Geography: The Office of Geography was established in 1943 by administrative action of the Secretary of the Interior to cope with the foreign names problems resulting from World War II. It succeeded the Division of Geographic Names, which previously had two employees providing staff services for the Board on Geographic Names, chiefly in the domestic field. Using funds from defense agencies the staff of the Office was expanded from two to 180 employees, all of whom were engaged in foreign names work.

After enactment of P.L. 80-242 in 1947, the Office was assigned responsibility for carrying out the operational functions of the Secretary under that Act. However, it continued to be primarily concerned with foreign names, and received most of its funds from other agencies. In 1951 the Chairman of the Subcommittee on Interior and Insular Affairs of the House Appropriations Committee refused to recommend an appropriation for the Office because the subcommittee was dealing with only part of the funding problem. Since that time the Office has been entirely dependent on interagency financing.

To permit direct funding of domestic names work, the Secretary of the Interior, in 1958, transferred names work in that area to the Geological Survey. Since then the Office of Geography has been concerned solely with foreign names work. Its Director serves the Board on Geographic Names as its Executive Secretary and as its Executive Secretary for Foreign Names. The Board's Executive Secretary for Domestic Names is appointed by the Director of Geological Survey.

The Bylaws of the Board provide that the Executive Secretary to the Board shall be appointed by the Chairman, and shall be either the Executive Secretary for Foreign Names or the Executive Secretary for Domestic Names. To date the position has always been held by the former.

All of the employees of the Office of Geography are employees of the Department of the Interior and are included in its personnel ceiling. The Department also furnishes office space and certain administrative services on a reimbursable basis. The Director of the Office reports to the Assistant Secretary -- Mineral Resources, to whom the Secretary has delegated his statutory authority to act with finality on geographic names.

At present the Office produces gazetteers, by country, to support a wide range of Government and other foreign names users as part of the interagency National Intelligence Surveys Program -- an interagency basic intelligence compilation serving Government requirements. It also provides an inquiries service through which a variety of services are provided to agencies which have needs not fully covered by the gazetteers. (See Appendix, Attachment K.) Over the past three years the inquiries service has accounted for approximately 12 percent of the total manhours of the Office; the remaining 88 percent has gone into the gazetteer program and administration.

The Office of Geography has a personnel ceiling of 60 positions, including 53 permanent positions and 7 others. On March 10, 1967, the staffing of the Office was as follows:

Permanent employees	52
Indefinite employees	1
Temporary employees	7

An organization chart; a detailed report of staffing, showing position titles and grades; and a description of the work processes involved in names standardization are included in the Appendix. (See Appendix, Attachments H, I, and J, respectively.)



The problem of funding the foreign names work of the Office has been a perennial one since its sudden acceleration in 1943. Appropriations to the Department of the Interior under P.L. 80-242 were minimal, with a total of \$14,400 in FY 1950, the last year of direct appropriations; since then the Office has been dependent entirely on transfers of funds. In the early years funds were transferred from several different agencies in varying amounts, and it was always questionable whether the transfers would be sufficient to maintain the current staff. Even after the Central Intelligence Agency assumed the primary financing it was usually necessary to supplement its contribution by transfers from other agencies.



Findings

Although P.L. 80-242 addresses itself to the names needs of the States and the general public, it was quickly evident to the Task Force that, with respect to foreign names, such needs are not specifically formulated and

communicated to the Secretary of the Interior. Therefore, the following summary of pertinent findings deals only with Federal agencies.

1. Foreign names requirements of Federal agencies

a. Characteristics of names requirements: Foreign names are used by Federal agencies in a variety of ways in different activities. These uses determine the specific foreign names requirements of the user agencies and their characteristics.

Four basically different characteristics of names requirements were identified:

(1) Standardization: This involves the use of place names which, through reference to a common source, can be uniformly used and interpreted by all persons involved in complex chains of communication. To the extent possible, standard names are also the names currently in local usage, but this is not true to the extent that the process of standardization lags behind current events.

(2) Currency: Some users require names that are in current local usage. For them the importance of currency overrides standardization per se.

(3) Variants. Variants are of two types: (a) Different names are sometimes in wide use for the same entity. This is especially common with respect to colonial countries, where ruling nations often ignored local usage and applied place names in their own languages. (b) The same name may have different forms or spellings in different source materials used by agency personnel. Users need the variant names, appropriately cross referenced, for positive identification.

(4) Accuracy: Accuracy is a characteristic of the end product of foreign names processing which also involves two different qualities: (a) The first simply involves the elimination of mistakes either in current processing or in a product of others which is used as source material for place names; (b) the second involves the technical rendition of names, including accuracy of the printed word form (internal capitalization, hyphenation, diacritical markings, etc.), and the quality of transliteration or transcription. "Accuracy" is used with this second meaning in subsequent pages.

b. Specific agency requirements: For discussion of names requirements Federal agencies may be grouped into three categories: (1) Intelligence functions; (2) Defense mapping and charting functions; and (3) others.

(1) Intelligence functions: The need for standard foreign place names is pervasive throughout the intelligence community. Such names are essential for accurate communication among widely separate offices and individuals performing a variety of interrelated and complementary functions.

Accurate communication in turn may be vital to national security. Since raw intelligence data comes from many sources -- maps, reports, documents of any kind -- and such sources may conflict, analysts must have ready access to a means of resolving such conflicts accurately. Users emphasized that if a source of standard names did not exist it would have to be created within the intelligence community.

Intelligence users, however, also need currency in names, particularly those units which provide support for field operations. To the extent gazetteers do not meet the need for currency, names are referred to the Office of Geography.

Several users indicated need for name variants.

Some users indicated need for full technical accuracy, including diacritical markings. All need such markings, of course, in the instances where different markings indicate different place names.

On the other hand, the intelligence community does not typically require great "depth" of coverage. Most users indicated that practically all of their needs at this time would be met by a gazetteer based on the density of names information typically included on maps at a scale of 1:250,000.

(2) Defense mapping and charting agencies: The primary mission of these agencies is to produce maps and charts as required by the unified and specified commands and the military departments. These often require name coverage typical of a map at the scale of 1:50,000.

While standard names are desired, the need for currency is overriding whenever a "standard" name does not reflect current local usage. Although variants are used, as required, there is less interest in variants and in a high degree of accuracy than in standardization and currency.

(3) Other agencies: The Library of Congress uses foreign place names extensively in its cataloguing system, relying on standard names to the extent feasible. The Library's catalogue cards are sold, and have wide distribution in the United States and other countries. Its geographer expressed need for standardization, variants, historical names, and accuracy in meeting the needs of the Library and its users.

Executive agencies, such as Post Office, Interior, Agriculture, Commerce, have some foreign names requirements, but not sufficient to warrant detailed exploration in this study.

2. How significant requirements are being met

To the extent feasible, agencies rely on the Board of Geographic Names and the Office of Geography to meet their foreign names requirements. However, the Defense mapping and charting agencies also have extensive in-house

capacity for foreign names work. The specific contribution of each agency is described below.

a. The Board on Geographic Names: The Board, conjointly with the Secretary of the Interior, is the central authority for "standardizing" all place names and their spellings for use by Federal agencies. In the foreign names area the Board is assisted by its Foreign Names Committee and its Advisory Committees on Antarctic Names, on Undersea Names and on Arabic and Persian.

Standard names are currently published in NIS gazetteers, by country, for Government-wide use. The gazetteers without NIS attribution are printed for public use as BGN products.

The Board also makes available to any Federal agency the policies, romanization systems, and other procedures which it has approved for use in processing foreign names. These facilitate in-house work as required to meet agency needs.

Each romanization system sets forth the procedures for converting the names of a particular language into standard forms. Specific procedures for standardizing names of a particular country indicate the names to be included, the current sources of names to be used, the system to be followed in transliteration or transcription, etc.

The Board, with the assistance of the Department of State, is promoting international cooperation in names standardization through the United Nations. Several regional meetings have been held, and a general UN Conference is scheduled in Geneva next September.

b. The Office of Geography: The Director of the Office cooperates with the Central Intelligence Agency in programming the production of NIS gazetteers. Production is scheduled two years in advance. Priorities are based on consideration of the NIS program schedule, other priorities in the intelligence community, the capability of the Office staff, the scope of the current gazetteers, and knowledge about name changes since the last revision. General policy calls for revision at least every 10 years; this schedule is not met in some instances, and in others earlier revision may be necessary.

The Office is responsible for all staff work involved in producing the gazetteers, including the development or revision of policies and procedures, the procurement of the latest reliable sources of information, the processing of names, and the submission of materials for Board approval, as required.

The Office maintains the card file of standard names up-dating the file as new information becomes available.

The Office also meets current requests of Federal agencies for additional standard names through its inquiries service. Inquiries can sometimes be answered from the card file, but usually require research and names processing in accordance with BGN policies and procedures.

The Director of the Office has been a major force in advancing international cooperation in names standardization. He has served as Chairman of the UN committee of experts which assisted in planning and conducting regional meetings, and is serving in the same capacity with respect to the Geneva conference. Since 1947, on the initiative of the Office, close bilateral working relations have been maintained with the British counterpart of the Office. Although less advanced, bilateral cooperative relations are also being developed with other countries as opportunities arise.

c. Central Intelligence Agency: The CIA has been primarily responsible for financing the production of gazetteers by the Office of Geography. It also maintains the punched card file of standard names. It was noted that the punched cards can not reproduce diacritical markings.

Components of CIA rely on the NIS gazetteers and the inquiries service of the Office of Geography to support its linguistic, geographic, cartographic, and basic research staffs with respect to foreign names requirements. The cartographic staff may do preliminary names work if necessary to meet urgent map requirements, but the results are submitted to the Office of Geography for review and editing.

d. Department of Defense: Components of the Defense Intelligence Agency require standard names, and rely on the NIS gazetteers, supplemented by the inquiries service of the Office of Geography.

The Defense mapping and charting agencies are largely self-sufficient in foreign names work. This in-house capacity is essential because (1) the names requirements for their cartographic products greatly exceed the availability of standard names, and (2) currency is required at the time of map or chart production.

The Army Map Service maintains the Defense topographic map library, to which other agencies have access. The AMS staff includes geographers and linguists with foreign names capabilities, and it also is capable of doing extensive field research on place names in the course of collecting basic data for map production.

3. Extent to which requirements are currently met

a. Agency requirements

(1) The intelligence community: The use of NIS gazetteers is prescribed for NIS program activities, and gazetter production and

revision, insofar as possible with available funds, are geared to the broad requirements met by that interagency program.

Other components of the intelligence community also required standard names and rely heavily on the NIS gazetteers. For example, some components of the Defense Intelligence Agency are required by DOD directive to use only standard names. However, some require BGN approved names which reflect current usage. Some also have ad hoc needs for greater depth of coverage than gazetteers provide. Officials in such components reported that such needs cannot always be met promptly by the inquiries service of the Office of Geography at present staffing levels.

Maps are not an efficient reference source for obtaining required standard names information. Even if the map names were standardized, several users commented that maps could not be used because of the storage problem.

(2) Defense mapping and charting agencies. The foreign names requirements of these agencies are met in-house at the cost of some overlapping and duplication of the work of the Office of Geography and at the sacrifice of standardization. However, currency is required, whether or not a name has BGN approval.

Although names are processed in general accord with applicable BGN policies and procedures, names are not submitted to BGN for approval as standard names for use by other Federal agencies. However, the Office of Geography makes some use of AMS maps as source material, although more current information often is available from the foreign country at the time work is started on a gazetteer for the country.

The Department of Defense also has extensive cooperative mapping arrangements with other countries which include arrangements for place naming.

b. Types of uses

(1) Gazetteers provide a convenient reference tool through which many staff members can have ready access to standard names, variants, proper spelling, place identification, and location by coordinates. Users indicated that gazetteer content is basically satisfactory and meets most of their requirements, but some expressed need for greater depth and more frequent revision. A survey to determine such user needs was suggested. Gazetteers are needed on every country in the world.

On the other hand, gazetteers are not a good tool for use in producing maps and charts.

(2) Defense maps and charts of some areas provide greater depth of coverage than is required for NIS gazetteers, but they are not a convenient source of ready reference. They are inadequate for some users with respect

to standardization, many are out of date, and currently they are produced by "section" and may not cover entire countries.

AMS produces gazetteers for use with some map series but they may not cover entire countries.

Opportunities for improvement in foreign names work

Analysis of the above findings reveals significant opportunities for Government-wide improvement of future foreign names work in order to meet agency requirements more adequately and to take full advantage for standardization purposes of foreign names work wherever performed. These opportunities arise chiefly from the following:

1. As the coverage of both AMS maps and NIS gazetteers becomes more complete, the opportunities for better coordination in programming names work for the two activities will increase significantly because the foreign names need will be primarily one of maintaining currency.

2. When standard names more adequately reflect current local usage, the Defense mapping and charting agencies can rely more completely on standard names, as they would prefer to do.

3. With appropriate management controls the quality standards which are desirable for BGN approved names can be maintained in any component doing large amounts of foreign names work.

4. As the coverage of standard names more nearly fulfills agency requirements, all agencies can increase their reliance on a central source and reduce the amount of ad hoc processing required.

5. Computerization of information in the central standard names file would speed up access to current information, facilitate the production of gazetteers, and permit special runs of information required for special projects or purposes. Costs would be offset to some extent by possible savings in other areas. For example, it is now possible to print out diacritical markings by computer, whereas punched cards do not have that capability and markings must be supplied manually on copy for printing of gazetteers. Both AMS and CIA are currently experimenting with the use of computers.

6. Centralization of foreign names work, to the maximum extent feasible, could eliminate current overlapping and duplication, increase efficiency through use of common resources, permit optimum use of staff specialists and new technology, greatly increase the volume of standard foreign names, and simplify international cooperation efforts.

Basis for decision on location and financing of foreign names work

In light of its findings the Task Force decided that the effort and time required to determine the resources required to meet the foreign names requirements of Federal agencies under alternative agencies or organizations, as called for in the "Study Concept" (see Appendix Attachment E), was not necessary to the primary purpose of the study, and therefore was not warranted at this time.

Nothing was found, however, to suggest that present levels of service could be maintained at significantly less cost in the immediate future under any alternative arrangements. The foreign names work of the Office of Geography now meets agency requirements not met through the foreign names work of Defense mapping agencies, and vice versa. Therefore both types of work would have to be continued under any arrangement. Although a specific impact study has not been made, it is apparent to the Task Force that such a severe budget reduction as has been made by the CIA for foreign names work would not meet the minimum requirements for names standardization and would virtually destroy the essential expertise that has been developed in the Office of Geography.

This conclusion, however, does not rule out the need for better arrangements for foreign names staff work in order to make full use of all agency capabilities; to evolve, over a period of time, the most effective and economical use of staff and resources; and to resolve the budget problems of the Office of Geography, which have persisted over many years.

Findings indicate that any alternative arrangement for foreign names work should meet the following criteria:

1. Be consistent with the requirements of P.L. 80-242 and responsive to the needs of the Secretary of the Interior and the Board on Geographic Names in carrying out their statutory responsibilities;
2. Take account of the relation of foreign names work to agency mission;
3. Provide the capability for achieving needed improvements, such as coordinating the programming and production of gazetteers, maps, and charts to the extent feasible, eliminating overlapping and duplication, providing for optimum use of specialized staff, and assuring compliance with statutory requirements and BGN standards in order to take full advantage of the foreign names processing actually done by Federal agencies;
4. Be capable of providing single-source financing of staff and other resources required to meet the needs of all Federal agencies for standard foreign names;

5. Be able to utilize and supplement the current expertise of the Office of Geography; and

6. Be able to cooperate effectively in furthering international cooperation in names standardization.

Alternative arrangements for foreign names work

1. Availability of alternatives under P.L. 80-242: In deciding what alternative arrangements for foreign names work would be consistent with current law, careful consideration was given to the obligations of the Secretary of the Interior, the Board on Geographic Names, and other departments and agencies under P.L. 80-242.

The Act provides that:

a. The Board shall include one representative named by the head of each of the Departments of State, War, Navy, Post Office, Interior, Agriculture, and Commerce, the Government Printing Office and the Library of Congress, and such other Federal agencies as the Secretary of the Interior, upon recommendation of the Board, shall determine. (Defense, Air Force, and the Central Intelligence Agency are now represented.)

b. The Secretary of the Interior, conjointly with the Board on Geographic Names, "shall provide for uniformity in geographic nomenclature and orthography throughout the Federal Government"

c. The Board, subject to the approval of the Secretary, "shall formulate principles, policies and procedures to be followed with reference to both domestic and foreign names; and shall decide the standard names and their orthography for official use".

d. The Secretary shall promulgate in the name of the Board "decisions with respect to geographic names and principles of geographic nomenclature and orthography"; ... "cause such studies and investigations to be made and such records to be kept as may be necessary or desirable in carrying out the purposes of the Act"; and ... "provide a place of meeting and staff assistance to the Board".

e. "The staff shall be responsible to the Secretary, who shall prescribe its relations to the Board and the committees of the Board"; and

f. All Federal agencies "shall refer all geographic names and problems to the Board for the purpose of eliminating duplication of work, personnel, and authority".

In the past, that Act apparently has been construed to mean that all foreign names work which results in standard names for use of Federal

agencies must be done by staff to the Board provided by the Secretary of the Interior. This has resulted in a number of anomalous situations:

a. Although carried on Interior's payroll, the foreign names staff of the Office of Geography has never been significantly financed by Interior since World War II, but by the agencies to whose missions the work is related. Interior has made no contribution since FY 1950.

b. Current arrangements for standard names do not take full advantage of the foreign names work of the Defense mapping and charting agencies, although those agencies follow BGN policies and procedures, where applicable, in processing names required for maps and charts.

c. The provision of P.L. 80-242 which directs all Federal agencies to refer all geographic names and problems to the Board for the purpose of eliminating duplication is not reflected in current relationships between the Board and other agencies whose operating requirements cannot be met through the Office of Geography.

d. A proposal that the Secretary seek appropriations necessary to meet all foreign names requirements would be unrealistic in view of the mission of the Department and the demonstrated attitude of the House subcommittee handling Interior appropriations.

e. Even if appropriations could be obtained, the centralization of foreign names work in Interior would (1) create an untenable situation in which major operating-support programs of Defense would be dependent on work done and controlled by another department and supported by appropriations handled initially through Congressional subcommittees concerned with domestic programs; and (2) result in continued inefficient use of staff engaged in names work for gazetteers, maps and charts.

The Task Force has concluded that the requirements of P.L. 80-242 will be met by any arrangement under which (1) foreign names staff work is performed in accordance with policies, procedures, and standards approved by the Board; (2) the results are submitted to the Secretary of the Interior and the Board for decision on names and orthography and for promulgation of standard names by the Secretary of the Interior in accordance with the Act; and (3) the Secretary of the Interior provides such staff assistance to the Board as is required to enable it to perform those statutory functions.

If this conclusion is valid, several alternatives are available, as discussed below. If the conclusion is not valid, any change in the status quo would require a change in current law, either through a reorganization plan or an amendment to P.L. 80-242.

2. Evaluation of alternatives against criteria: Pursuant to the conclusions described above, available alternatives concerning foreign

names work include continuation of the status quo; transfer of the foreign names work of the Office of Geography to another executive agency concerned with domestic programs which is represented on the Board of Geographic Names; or transfer of the work to an agency concerned with foreign areas, i.e., the Department of State, the Central Intelligence Agency, or the Department of Defense. Each of these alternatives is evaluated below in terms of the criteria established by the Task Force for solution to current problems.

a. Continuation of the status quo: Under this alternative staff work resulting in standard foreign names would continue to be the responsibility of the Office of Geography (Interior), serving the needs of Federal agencies on a reimbursable basis. This arrangement satisfies none of the criteria except that it is not inconsistent with law.

Foreign names staff work is not related to the basic mission of the Department of the Interior. When responsibility for standardization of names was originally placed in that Department, the function was concerned almost exclusively with domestic names, and most of the demand for standard names was generated by the domestic topographic mapping program of the Geological Survey.

Today the situation is reversed. The volume of requirements for standard foreign names is many times that for domestic names, and none of the agencies of Interior is a major user of foreign names. In addition, the standardization of foreign names involves different policies and procedures and requires different staff qualifications and operating methods from those applicable to domestic names work. Therefore no significant relationship exists between foreign and domestic names work, except that the products of both serve the Secretary and the BGN in carrying out their statutory responsibilities.

The Department would have little capability for achieving needed improvements in foreign names work.

Finally, the Department has not financed foreign names work, and apparently would be unable to obtain necessary appropriations.

b. Other executive agencies with domestic programs: The Departments of Agriculture, Commerce, and the Post Office are represented on the Board of Geographic Names. However, none is a significant user of foreign names, and offers no opportunity for improvement over the status quo.

c. Department of State: The Department has both a political and a user interest in the standardization of foreign names. At present, however, the funding problem is believed to be insurmountable, and facilities for the production of names and gazetteers would not be readily available.

d. Central Intelligence Agency: The CIA generates a heavy demand for standard foreign names, which are deemed essential to their operations by the officials interviewed in the survey. In general, these are needs

common to the intelligence community, although CIA by interagency assignment has financed the gazetteers which are used throughout the community.

The CIA has virtually no in-house capacity for foreign names work, relying almost exclusively on the Office of Geography. It would have little or no capability for achieving needed Government-wide improvements in foreign names work, including optimum utilization of the expertise of the Office. Its unique mission would preclude effective participation in promoting international cooperation in names standardization programs. Finally, under current budget stringencies it has encountered difficulty in maintaining past levels of support for the Office of Geography.

e. Department of Defense: The mapping, charting, and geodesy activities of the Department of Defense, under management of the Defense Intelligence Agency, are major users and processors of foreign geographic names as a part of world-wide cartographic production programs. The use of gazetteers as a basic source of names in the cartographic process is not efficient; therefore the majority of the place names are obtained from the most appropriate map or chart source and processed in accord with current policies and procedures of the Board on Geographic Names. This process is standard for the cartographic production agencies of the three Military Departments, and represents an extensive but necessary duplication of the foreign geographic names work of the Office of Geography in the production of the NIS gazetteers. Although there are differences in the detailed procedures because of the differences in end products and the requirements for associated records, there are several activities that are essentially common or related:

- the procurement of basic source materials, such as maps, gazetteers, geographic texts, guides, and related materials, that provide foreign place names and their correlation to specific geographic features;

- the conduct of ground, hydrographic, and aerial surveys of foreign areas, including related geographic place names by such means as tape recordings, local research, etc.;

- the cataloguing, storage, and retrieval of these materials, and the provision of related library services;

- the cartographic and geographic research to identify, analyze, and evaluate the source materials available for a given area for the purpose of selecting the most suitable source for the accurate identification, location, classification, and portrayal of geographic features and their related place names;

- the formulation of proposed romanization systems and names procedures for consideration by the Board on Geographic Names and the evaluation of other procedures under consideration by the board;

- the application of BGN policies and procedures in the processing of foreign geographical names;
- the production of gazetteers to meet military requirements not satisfied by the NIS gazetteers; and
- the coordination of product design and cooperative production efforts through international standardization activities, cooperative mapping and charting agreements, and participation in international technical societies and other organizations.

The mapping and charting activities of Defense generally share the concern of the Office of Geography for the accurate spelling and rendition of current foreign place names. Although the prime concern is to furnish the current local version of a name in the event of need for the product in a military operation in the area, the objectives of the mapping and charting community and those of the Board on Geographic Names and the Office of Geography are basically the same in principle.

Another consideration relevant to Defense as an alternative location for the foreign names work of the Office of Geography is the current Defense plan to centralize its foreign geographic names activity to the extent that is practical. Although some language expertise will continue to be necessary at the several production facilities, the basic foreign place name expertise will be shifted to the Army Map Service as a central Defense service facility.

Current mapping and charting technology embraces the application of place names to cartographic products, and is adaptable to related geographic names services and gazetteer production. For example, the geographic names input for the automatic application of place names on cartographic products could be retained as part of a data bank for the automatic production of gazetteers. Furthermore, the feedback of the thousands of place names processed every year by the various cartographic production agencies would represent a major contribution toward the expansion and continuous updating of the geographic names data bank.

These facts indicate that the foreign names work of the Office of Geography is clearly related to the mission of the Department of Defense and that the responsibility could appropriately be assumed and financed by that Department.

The proper organizational and physical integration of the foreign geographic names activities of the Office of Geography into the mapping, charting, and geodesy structure of Defense offers many potential improvements in the Government-wide efficiency and effectiveness of foreign place names work and services. Furthermore, because needed improvements involve large-scale activities of the Department, it would appear to be the only

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agency capable of achieving them. Defense also could make full use of the expertise of the Office of Geography.

Since the Department of Defense already has extensive cooperative relationships with cartographic services of other countries, there would appear to be no barrier to effective participation by the Department in promoting international cooperation in names standardization.

Conclusions concerning the location and financing of the Office of Geography

Consistent with the above evaluation of available alternatives, the Task Force has concluded:

1. The foreign names work of the Office of Geography, including the production of gazetteers and the inquiries service, must be continued to meet the needs of the intelligence community.

2. The Department of the Interior is not the most appropriate location for the foreign names work of the Office, although the Secretary must continue to provide such staff assistance to the Board on Geographic Names as is required to carry out its responsibilities under P.L. 90-242.

3. Centralization of foreign names work in the Department of Defense is consistent with the criteria established to guide the Task Force in recommending a solution to identified problems.

Recommendations

The Task Force recommends:

1. That the Department of Defense, beginning in FY 1969:

a. Assume the production and financing of NIS gazetteers and the performance of related services as necessary to meet the needs of Federal agencies for standard foreign names;

b. Employ such staff then on board in the Office of Geography as are employable under Defense personnel policies and regulations;

c. Promote international cooperation in names standardization in cooperation with the Board on Geographic Names and the Department of State; and

d. Establish appropriate internal organization and operating methods to assure that its foreign names work is responsive to the needs of other Federal agencies and the Board on Geographic Names. The Task Force believes these conditions can best be met through (1) assigning to the Defense Intelligence Agency -- Mapping Control the responsibility for programming foreign names work, developing policies and procedures to be

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followed in such work for approval by the Board on Geographic Names, and for assuring the maintenance of appropriate standards in the processing of foreign names; and (2) centralizing in the Army Map Service all other foreign names work of the Department.

2. That the Secretary of the Interior, as required by P.L. 80-242, continue to provide a meeting place and secretariat services to the Board on Geographic Names and its Foreign Names Committee to enable them to review and approve proposed policies and procedures for foreign names work and names processed by Defense in accordance therewith. For example, under the Bylaws of the Board the Executive Secretary for Domestic Names could be named as the Executive Secretary of the Board and also provide the limited secretariat services required in connection with meetings of the Foreign Names Committee. It is not anticipated that this would require the Executive Secretary's involvement in the substantive aspects of foreign names work.

3. That the Bureau of the Budget seek additional financing for the Office of Geography for FY 1968 (a) in order that agency needs may be met and the expertise of the Office of Geography not be dissipated prior to assumption of responsibility by Defense; and (b) in order that the rights of employees involved in functions to be assumed by another department under existing statutory authority may be protected as effectively as is customary in formal reorganizations.

4. That final decisions be made known as soon as possible to offset adverse effects which the current uncertain situation is having on staff morale and turnover in the Office of Geography.

Attachment A

[PUBLIC LAW 242—80TH CONGRESS]

[CHAPTER 330—1ST SESSION]

[S. 1262]

AN ACT

To provide a central authority for standardizing geographic names for the purpose of eliminating duplication in standardizing such names among the Federal departments and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Secretary of the Interior, hereinafter called the Secretary, conjointly with the Board on Geographic Names, as hereinafter provided, shall provide for uniformity in geographic nomenclature and orthography throughout the Federal Government. The Secretary may exercise his functions through such officials as he may designate, except that such authority as relates to the final approval or review of actions of the Board on Geographic Names shall be exercised by him, or his Under or Assistant Secretaries.

Sec. 2. There is hereby established a Board on Geographic Names, hereinafter called the Board. The membership of the Board shall include one representative from each of the Departments of State, War, Navy, Post Office, Interior, Agriculture, and Commerce, and from the Government Printing Office, and the Library of Congress. The Board may also include representatives from such Federal agencies as the Secretary, upon recommendation of the Board, shall from time to time find desirable, even though these agencies are in the departments otherwise represented on the Board. The members of the Board shall be appointed by the respective heads of the departments or independent agencies that they represent. Each member shall be appointed for a two-year term but may be reappointed to successive terms. The members of the Board shall serve without additional compensation. The Board shall nominate a Chairman to be appointed by the Secretary, and shall establish such working committees as are found desirable.

Sec. 3. The Board, subject to the approval of the Secretary, shall formulate principles, policies, and procedures to be followed with reference to both domestic and foreign geographic names; and shall decide the standard names and their orthography for official use. The principles, policies, and procedures formulated hereunder shall be designed to serve the interests of the Federal Government and the general public, to enlist the effective cooperation of the Federal departments and agencies most concerned, and to give full consideration to the specific interests of particular Federal and State agencies. Action may be taken by the Secretary in any matter wherein the Board does not act within a reasonable time. The Board may make such recommendations to the Secretary as it finds appropriate in connection with this Act.

Sec. 4. The Secretary shall cause such studies and investigations to be made and such records to be kept as may be necessary or desirable in carrying out the purposes of this Act, and he shall provide a place

of meeting and staff assistance to the Board. The staff shall be responsible to the Secretary, who shall prescribe its relations to the Board and the committees of the Board. The Secretary may establish from time to time, upon recommendation of the Board, advisory committees of United States citizens who are recognized experts in their respective fields to assist in the solution of special problems arising under this Act.

Sec. 5. For the guidance of the Federal Government, the Secretary shall promulgate in the name of the Board, from time to time and in such form as will carry out the purposes of this Act, decisions with respect to geographic names and principles of geographic nomenclature and orthography. The Secretary shall also furnish such additional information with respect to geographic names as will assist in carrying out the purposes of this Act.

Sec. 6. With respect to geographic names the pertinent decisions and principles issued by the Secretary shall be standard for all material published by the Federal Government. The United States Board on Geographical Names in the Department of the Interior created by Executive order, is hereby abolished, and the duties of said Board are transferred to the Board herein created, and all departments, bureaus, and agencies of the Federal Government shall refer all geographic names and problems to the said Board for the purpose of eliminating duplication of work, personnel, and authority.

Sec. 7. Nothing in this Act shall be construed as applying to the naming of the offices or establishments of any Federal agency.

Sec. 8. There are hereby authorized to be appropriated such sums as may be necessary to carry out the purposes of this Act.

Approved July 25, 1947.

EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
Washington, D. C. 20503

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June 29 1966

B

MEMORANDUM FOR HONORABLE STEWART L. UDALL
SECRETARY OF THE INTERIOR

Since at least as far back as FY 1955 the Central Intelligence Agency has provided over ninety percent of the financial support for the foreign names staff of the Board on Geographic Names. This support has been premised on the Board's production of the National Intelligence Survey gazetteers. I believe the time has come to review both the means of providing staff support to the Board and the responsibility for funding any staff support determined to be necessary. There are two basic questions which need to be addressed:

1. Does the Board on Geographic Names require an independent staff for its foreign names function?

The Geological Survey currently provides staff support to the Board in its domestic names function as a logical outgrowth of the Survey's responsibilities for domestic cartography. It would appear that the Department of Defense could similarly provide staff support to the foreign names function of the Board at some savings to the Government. The Department currently devotes considerable staff time to the production of foreign name gazetteers because they must identify place names in greater detail than that provided by the Board's gazetteers.

2. If an independent foreign names staff is required for the Board, should this staff be directly funded in an Interior Department appropriation?

While the Board's gazetteers do serve a useful function for the intelligence community, the Board, under delegation from you, has a broader responsibility for standardizing foreign place names for the entire U. S. Government. If an independent foreign names staff is required for the Board, it would appear that this broader responsibility would justify more direct funding.

We would appreciate it very much if you would undertake a review of the above questions so that we can resolve these issues prior to the completion of the FY 1968 budget review process. Bureau staff will provide

any assistance you may desire including arranging contacts with appropriate persons in the Department of Defense. We would appreciate receiving a report of your findings, together with whatever action recommendations you feel are appropriate, by September 15, 1966.

/s/ Sam Hughes

Phillip S. Hughes
Deputy Director



UNITED STATES
DEPARTMENT OF THE INTERIOR
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

DEC 20 1966

Dear Mr. Hughes:

This is a response to your request of June 29, 1966, regarding the organization placement and funding of foreign names work performed by the Office of Geography.

Pursuant to your request, we have undertaken an internal review of the foreign names activities conducted by the Office of Geography. As a result of this review, we have concluded that the foreign names work is to some degree inconsistent with the central missions of the Department of the Interior.

As you pointed out in your memorandum of June 29, the principal support for the foreign names function of the Board on Geographic Names has been derived from agencies other than Interior (the Department has and will continue to support the domestic names function of the Board). We are aware that other agencies, particularly those involved in the preparation of foreign maps, have activities which, to some extent, duplicate the work of the Office of Geography. Therefore, we suggest that the Bureau of the Budget consult with foreign names user agencies along with others in Government interested in Antarctic names and undersea names to gain a more general understanding of the relationship of the Office of Geography to others in the foreign names field and thereby assist in determining the future disposition of the Office.

Sincerely yours,

Secretary of the Interior

Mr. Phillip S. Hughes
Deputy Director
Bureau of the Budget
Washington, D. C. 20503

EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
Washington, D. C. 20503

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March 27, 1967

Honorable Stewart L. Udall
Secretary of the Interior
Washington, D. C.

Dear Stewart:

You suggested in your letter to me of December 20, 1966, that the Bureau of the Budget consult with foreign (including Antarctic and undersea) placenames user agencies to assist in determining the future disposition of the Office of Geography, Department of the Interior. You also pointed out that you had concluded that the foreign placenames research conducted by the Office of Geography is to some degree inconsistent with the central missions of the Department of the Interior, and that very similar research is conducted elsewhere in the Federal Government.

We have decided to proceed immediately with a study to determine the appropriate resources, financing method and organizational arrangements for the conduct of all Federal foreign placenames research. The study effort will be directed by Miss Hazel Guffey of the Bureau's Office of Management and Organization and will be supported by the designated representatives of major foreign placenames research agencies, such as Interior and Defense, and major user agencies, such as the Department of State. We expect to have the study completed by May 1, 1967.

Sincerely,

/s/ Sam Hughes

Phillip S. Hughes
Deputy Director

23 February 1967

STUDY CONCEPT

Problem: Determine the proper organizational assignment of the function of providing foreign names staff support to the Board on Geographic Names and performing related services.

Study Outline:

1. Ascertain pertinent essential qualitative and quantitative support and/or service requirements of:
 - a. BGN
 - b. Intelligence community
 - c. Other Federal agencies
 - d. General public
 - e. Foreign activities
2. Identify any other specific conditions, constraints, relationships, etc., that act as essential parameters or characteristics that serve as solution criteria in addition to economics.
3. Determine the resources required to provide these support and service functions as a separate organizational entity such as now exists. Breakdown into kinds of activities, skills, etc., and quantify resources for each.
4. Inventory agencies or organizations that are now performing these same, similar, or related work activities.
5. Determine the additional resources required by the above agencies or organizations to assume the functions resulting from 1. above, under the conditions of 2. above. Resources are to be phased (a) immediate, (b) one

year hence, (c) two years hence. (Essential that the support and service output levels of 3. and 5. be essentially equal, although methods may differ.)

6. Formulate logical alternatives, with related resources cost comparisons and significant related impacts on personnel, organizations, existing legislation, etc.

7. Evaluate alternatives and recommend course of action.

Study Assignment: Suggest basic study as outlined be performed by qualified contractor.

Due Date:

1. Study completion by 15 May 1967.
2. BOB decision announcement for FY 69 programming action by June 1967.

Attachment F

PERSONS INTERVIEWED

Department of the Interior
Office of Geography

1. Meredith F. Burrill, Director, and Executive Secretary, Board on Geographic Names, Executive Secretary, Foreign Names Committee, BGN.
2. Allen Belden, Chief, Research Division.

Geological Survey

1. Arthur A. Baker, Associate Director, Interior representative on the Board on Geographic Names, and Chairman, Domestic Names Committee, BGN.
2. George Whitmore, Chief, Topographic Division.
3. Jerome O. Kilmartin, Chief, Map Information Office, Topographic Division, and Executive Secretary, Domestic Names Committee, BGN

Department of State

Robert D. Hodgson, Assistant Geographer and deputy member of Board on Geographic Names

Department of Defense
Representatives on Board on Geographic Names

1. [] Assistant, Directorate for Mapping, Charting and Geodesy, Defense Intelligence Agency.
2. Jack Martin, Director of the Maritime Safety Division, Naval Oceanographic Office.
3. Robert Ota, Chief, Research Division, Det. #1, Aeronautical Chart and Information Center.
4. Frank Shepard, Supervisor Cartographer, Map Analysis Division, Army Map Service.

Defense Intelligence Agency

1. [] Intelligence Operations Specialist, Systems Analysis Group, Policy and Control Office, DIAAP.
2. [] Approved For Release 2002/05/08 : CIA-RDP78-05927A000100210012-3, Coordination and Integration Group, Policy and Control Office, DIAAP.

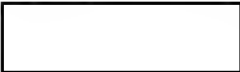
Department of the Army

1. Paul Alexander, Department Chief, Department of Technical Services, Army Map Service.
2. Allen Anderson, Cartographer, Mapping and Geodesy Division Corps of Engineers.
3. Lt. Col. George Stukhart, Chief Engineer Activities Office, Assistant Chief of Staff for Intelligence.

Naval Oceanographic Office

Charles Rouse, Head, Geography Branch, Maritime Safety Division.

National Security Agency

 Chief, Geography Branch. STATINTL


Central Intelligence Agency
Information Retrieval

 STATINTL

Operational Support

(five persons)

Office of Basic Intelligence

 member, Board on Geographic Names and Chairman of its Executive Committee.

STATINTL

Foreign Installations

 STATINTL

Military Economic Research

 STATINTL

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Geographic Research



STATINTL

Coordination and Processing of NIS Gazetteer Program



STATINTL

Cartography



STATINTL

Library of Congress

Walter W. Ristow, Associate Chief, Geography and Map Division, and member of Board on Geographic Names.

BOARD ON GEOGRAPHIC NAMES

G. Etzel Percy, Chairman
Meredith F. Burrill, Executive Secretary

Department of State G. Etzel Percy
The Geographer 1/

Robert D. Hodgson
Assistant Geographer

Department of the Army Frank C. Shepard
Assistant Chief, Map Analysis Division
Army Map Service

John P. Mack
Chief, Map Analysis Division
Army Map Service

Department of the Navy John C. Martin
Director, Maritime Safety Division

Charles D. Rouse
Head of Geography Branch
Naval Oceanographic Office

Post Office Department Boyd W. Fielder
Director of Post Office Changes Branch

Madeline Biscoe
Assistant Director
Post Office Changes Branch

Department of the Interior Arthur A. Baker
Associate Director
Geological Survey

Robert H. Lyddan
Assistant Director
Geological Survey

Department of Agriculture Edward P. Cliff
Chief, Forest Service

Fred W. Grover
Director, Land Classification Division
Forest Service

1/ Most agencies have a member and a deputy member, in the order listed.

Department of Commerce A. Joseph Wraight
Chief Geographer
Coast and Geodetic Survey

Government Printing Office Aaron S. Blauer
Foreman of Proof Section

Leslie P. Cox, Jr.
Assistant Chief, Linotype Section

Library of Congress Walter W. Ristow
Associate Chief
Geography and Map Division

Charles C. Bead
Principal Cataloger

Department of the Air Force Edward M. Thompson
Assistant Chief
Aeronautical Chart Division
Aeronautical Chart and Information Center

Robert Y. Ota
Chief, Research Division
Aeronautical Chart and Information Center

Department of Defense STATINTL
Assistant Directorate for Mapping,
Charting, and Geodesy
Defense Intelligence Agency --
Mapping Coordination

STATINTL
Defense Intelligence Agency

Central Intelligence Agency STATINTL

The Board is assisted by four standing committees of members: The Executive Committee, the Domestic Names Committee, the Foreign Names Committee, and the Publications Committee.

Advisory Committees

Advisory Committee on Antarctic Names

Dr. Kenneth J. Bertrand, Professor at Catholic University (Chairman)
Dr. A. P. Crary, National Science Foundation
Mr. Herman R. Friis, National Archives
Dr. Henry M. Dater, U.S. Naval Support Force Antarctica

Advisory Committee on Arabic and Persian

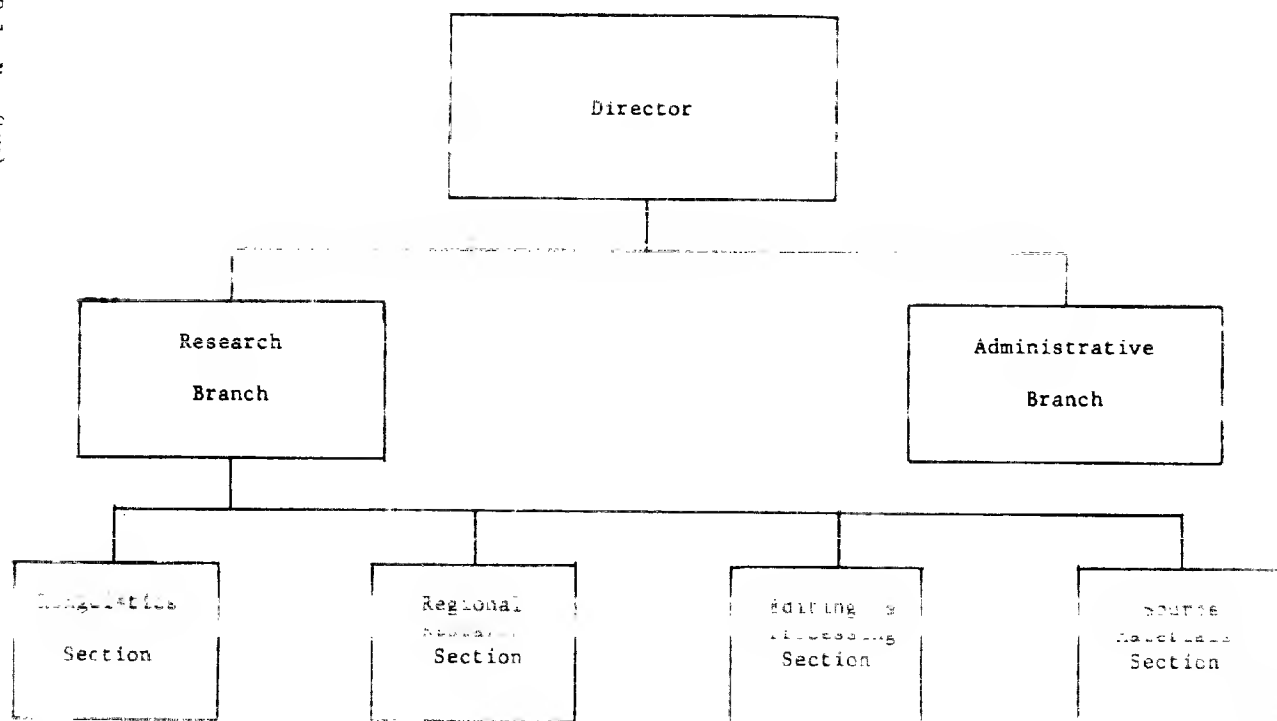
Dr. Harold Glidden, Department of State

Advisory Committee on Undersea Names

Dr. John V. Byrne, National Science Foundation
Mr. Fredrick Edvalson, Naval Oceanographic Office
Dr. John B. Hersey, Office of Naval Research
Dr. Harry S. Ladd, Geological Survey
Mr. Charles L. Rouse, Naval Oceanographic Office (Acting Chairman)
Dr. Joshua I. Tracey, Jr., Geological Survey
Dr. I. Eugene Wallen, Smithsonian Institution

Approved For Release 2002/05/08 : CIA-RDP78-05927A000100210012-3

ORGANIZATION - OFFICE OF GEOGRAPHY



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Attachment H

Approved For Release 2002/05/08 : CIA-RDP78-05927A000100210012-3

March 10, 1967

**STAFFING PATTERN
OFFICE OF GEOGRAPHY**

OFFICE OF THE DIRECTOR

Supervisory Geographer (Director)	GS-15
Secretary Stenographer	GS-7

RESEARCH BRANCH

Supervisory Geographer (Chief)	GS-14
Secretary Typing	GS-6

Linguistics Section

Scientific Linguist (Chief)	GS-13
Scientific Linguist (2)	GS-12
Scientific Linguist	GS-9
Research Analyst (Chinese)	GS-8
Research Analyst (Persian)	GS-8 Indefinite

Regional Research Section

Supervisory Geographer (Chief)	GS-13
Geographer (4)	GS-12
Geographer	GS-11

Editing and Processing Section

Supervisory Geographer (Chief)	GS-12
Supervisory Geographer (Asst. Chief)	GS-11
Supervisory Geographer (Area) (12)	GS-9
Geographer (6)	GS-7
Geographer (4)	GS-5
Research Assistant (Chinese) (2)	GS-7 Temporary
Clerk Typist	GS-1 Temporary
Special Index Clerk (3)	GS-4
Clerk Typist	GS-4

Source Materials Section

Supervisory Librarian (Acting Chief)	GS-9
Library Assistant	GS-7
Library Assistant	GS-5
Clerk Typist	GS-3 Temporary

ADMINISTRATIVE BRANCH

Chief	GS-11	
Administrative Assistant	GS-9	
Administrative Assistant	GS-7	
Clerk Typist	GS-3	
Office Services Clerk	GS-5	
Mail and File Clerk	GS-3	Temporary
Messenger	GS-2	Vacant

PROCESSES INVOLVED IN THE STANDARDIZATION
OF FOREIGN NAMES

Background

As of April 1967 the Office of Geography had in its files about 3.5 million name cards of two general types: (1) decisions and standard names approved by the Board on Geographic Names for Government use as prescribed in P.L. 242, 80th Congress, 1st Session, and (2) unapproved variant names and spellings encountered in the research performed to establish the decisions and standard names. The ratio of variant names to standard names is as low as 10 to 15 percent for some areas and ranges to well over 100 percent in others.

More than 3.25 million of the names have been published in over 125 gazetteers covering all foreign or non-domestic areas of the world, including Antarctica. A few of the gazetteers are as much as 15 years old, but many of them have been revised and enlarged within the past 10 years. Generally speaking, the number of names now standardized, when supplemented by the Board's inquiries service, is sufficient for most public and private requirements except those of the military cartographic establishments.

Standardization processes

The Board's standard name files are prepared and maintained by the Office of Geography in the following manner:

1. Scheduling of gazetteer production: Yearly gazetteer schedules are established by the supporting agency, taking into account the known needs and priorities of other agencies, and with the advice of the Office of Geography which determines the degree of obsolescence of existing gazetteers and the availability of sources which can be used to improve or enlarge them. The size and number of gazetteers scheduled for any year is dependent upon the available funds, staff, and the linguistic difficulty and adequacy of source materials for the areas concerned. Recent schedules have called for from eight to twelve gazetteers containing 215,000 to 280,000 entries a year.

2. BGN policy on standardization: It is basic BGN policy to standardize names as they are officially used in the country or area concerned.

3. Romanization systems: Where the country or area does not officially use the roman alphabet, it is necessary to provide a romanization system by which names written in the local writing system may be converted into the roman alphabet.

There are two general methods for converting other writing systems into the roman alphabet; namely, transliteration and transcription. Transliteration is based on a letter for letter transfer to the roman alphabet; transcription is based on a sound for sound transfer. Transliteration is used when there is a close correspondence between the sounds of a language and the symbols used to represent them (cyrillic alphabets). Transcription

is used (1) when there is insufficient correspondence between sound and symbol (Thai), or (2) when the writing system is non-alphabetic (Chinese). Since transliteration better reflects the writing of the other language and lends itself to unambiguous mechanical use by persons lacking a knowledge of the language, transcription is used only when transliteration is not feasible.

In devising romanization systems for BGN use, Staff Linguists analyze the writing and sound system of the language concerned to determine whether transliteration or transcription is appropriate. Many BGN systems represent a compromise between the two types.

The following factors are considered in arriving at a BGN system:

- a. Degree of relation of sound to symbol in the language concerned;
- b. Correspondence between the sounds of the donor language and English;
- c. Numerical comparison of symbols used in writing English and the other writing system, which affects the kind and number of diacritical marks needed in the romanization system;
- d. The best compromise between complete reversibility and the use of diacritical marks necessary to achieve it;
- e. Characteristics of existing systems, the extent to which there may be a vested interest in their continued use, and the feasibility of modifying existing systems; and
- f. Preference of the government and scholars of the country whose language is to be romanized. In some cases the other government has an official romanization system of its own, the merits of which must be considered by the BGN.

STATINTL

To arrive at the best judgment in regard to the above factors, Staff Linguists confer or correspond with other experts in the language concerned, both in and out of government, here and abroad.



Systems that have been fully worked out and concurred in by all interested parties are presented to the FNC, the Board and the Secretary of the Interior for approval.

4. Procedures: Procedures for the standardization of names in each area are prepared by Regional Geographers with the assistance of Linguists. The procedures are based on an analysis of maps and other source materials for the area concerned and of the linguistic and geographic problems which can be anticipated. They are designed to minimize the cost of preparing a quality gazetteer containing the desired coverage, density, and variety of names by routinizing the research, eliminating unnecessary steps, and limiting the number of sources consulted. The procedures are distributed to the Board as a matter of information and to invite comments and suggestions.

- 3 -

5. File processing: The Editing and Processing Section revises and enlarges the existing standard names files according to the schedule and the procedures, recording on individual name cards the usage of the specified sources and noting the proper designation, coordinate location, and administrative division of each place or feature. The resultant name cards are reviewed within the Editing and Processing units for accuracy, completeness, and conformity with procedures. Linguists and Regional Geographers advise and assist in the name processing as required.

6. Geographic-linguistic review: All standard name cards are reviewed by a Linguist for conformity to BGN policy and, where necessary, to provide the proper BGN romanization from nonroman-alphabet writing systems. A Regional Geographer reviews representative cards to determine conformity to procedures and the appropriateness of the terms used to designate the entities named, to gain detailed knowledge of the adequacy and quality of the various sources, and to inform himself of geographic problems relating to the nomenclature of the area for future use.

7. Policy considerations: If the systematic geographic-linguistic review of name cards indicates that a new or revised policy should be brought to the attention of the Board for its consideration, a proposed policy, with supporting data, is drafted and laid before the Foreign Names Committee. If a new policy is adopted by the FNC, it is referred to the full Board and the Secretary of the Interior for approval and implemented in preparing the new file.

8. Name file approval: When a file has been processed in accordance with the pertinent procedures, source materials, romanization system, and Board policy, it is presented to the FNC with all necessary explanatory information for approval. The FNC ordinarily also reviews and approves individually the conventional names proposed by the Staff for each area.

9. Publication: The publication of a gazetteer of standard names approved by the BGN involves coding each name to indicate the type of entity to which it applies, the administrative unit in which a place is located, and map references on which the feature may be located by its standard name or a recognizable variant; cross-referencing variant names; alphabetizing; preparing a foreword; punching and verifying IBM cards; preliminary listing; review and correction of listing; final listing; and diacritical marking, before the final product is sent to the GPO for printing, binding and distribution.

10. Advisory committees: For areas for which there are BGN advisory committees, the above procedural outline is modified as follows:

- a. Arabic and Persian: In independent Arabic and Persian-speaking areas a percentage of the names presents linguistic problems which are referred to the Board's Advisory Committee on Arabic and Persian for solution. Names processed through this committee are listed in the minutes of the Committee's meetings, incorporated into the file, and presented to the FNC for approval as in paragraph 6, above.

- 4 -

- b. Undersea Features: Names of these entities are individually referred to the Advisory Committee on Undersea Features (ACUF) for proper application and recommendation. They are then presented to the Board or the Executive Committee and to the Secretary of the Interior for final approval. Approved names are issued in special listings.
- c. Antarctic Names: These names are individually referred to the Advisory Committee on Antarctic Names (ACAN). A case brief is prepared for each entity showing name, coordinates, descriptive location, designation, for whom and by whom named, expedition, etc. Names recommended by the ACAN are presented to the Board and Secretary for approval. Approved names are published in gazetteers.

Inquiries

Name files are supplemented and corrected as necessary through the Board's inquiries service. If the required names are not in the file or the file information is suspect, new name cards are made or the old ones supplemented, following the same general processes as are described in paragraphs 3, 4, and 5 under gazetteers, above. Newer sources and revised policies are used as required. These names are given out for cartographic and other use on request but are not ordinarily published until the issuance of a new gazetteer.

Attachment K

INQUIRIES
Office of Geography
Report from July 1 through December 30, 1966

<u>GOVERNMENT</u>	<u>Verified</u>	<u>Not Verified</u>	<u>Total</u>
<u>Agriculture, Department of</u>			
Agricultural Research Service	6	7	13
Economic Research Service	11	0	11
Foreign Agricultural Service	1	0	1
National Agricultural Library	9	0	9
<u>Air Force, Department of the</u>			
ACIC	38	1	39
<u>Army, Department of the</u>			
AMS	8	2	10
Assistant Chief of Staff for Intelligence,			
Office of the	7	0	7
Chief of Military History, Office of the	32	9	41
Engineers, Corps of	1	0	1
Personnel Research and Assessment Group	0	1	1
Walter Reed Army Medical Center	5	0	5
<u>Atomic Energy Commission</u>	5	0	5
<u>Central Intelligence Agency</u>	363	28	391
<u>Commerce, Department of</u>			
Business and Defense Services Administration	3	1	4
Census, Bureau of	65	0	65
Environmental Science Services Administration	3	0	3
Export Control, Office of	2	0	2
International Commerce, Bureau of	9	0	9
National Bureau of Standards	7	0	7
Public Roads, Bureau of	1	0	1
<u>Defense, Department of</u>			
Assistant Secretary of Defense (International			
Security Affairs), Office of the	2	0	2
Defense Communications Agency	0	1	1
DIA	1,015	82	1,097
Defense Supply Agency	2	0	2
Joint Chiefs of Staff, Office of the	1	1	2
National Security Agency	15	0	15
Naval Support Force	1	0	1
Records Analysis Group	0	1	1
<u>Federal Aviation Agency</u>	5	1	6
<u>Federal Maritime Commission</u>	8	1	9

	<u>Verified</u>	<u>Not Verified</u>	<u>Total</u>
<u>GOVERNMENT</u>			
<u>Federal Reserve System</u>	1	0	1
<u>General Services Administration</u>			
Data and Financial Management, Office of	34	3	37
Library	1	0	1
National Archives and Records Service	16	0	16
<u>Health, Education and Welfare, Department of</u>			
International Surveys	1	0	1
National Library of Medicine	20	1	21
<u>House of Representatives</u>	1	0	1
<u>Interior, Department of the</u>			
Commercial Fisheries, Bureau of	2	0	2
Fish and Wildlife Service	14	8	22
Geological Survey	57	9	66
Library Services	4	0	4
Mines, Bureau of	83	22	105
Secretary, Office of the	2	0	2
Water Resources Research, Office of	1	0	1
<u>Labor, Department of</u>	2	0	2
<u>Library of Congress</u>			
Defense Research Division	309	20	329
Descriptive Cataloging Division	66	6	72
General Reference and Bibliography Division	2	0	2
Geography and Map Division	8	3	11
Information Office	1	0	1
Information Systems Office	0	1	1
Orientalia Division	29	0	29
Processing Department	1	0	1
Shared Cataloging Division	1	1	2
Subject Cataloging Division	110	18	128
Union Cataloging Division	2	0	2
<u>National Aeronautics and Space Administration</u>	13	0	13
<u>National Science Foundation</u>	7	0	7
<u>Navy, Department of the</u>			
Air Systems Command	1	0	1
National Oceanographic Data Center	1	0	1
Naval Intelligence, Office of	4	0	4
Naval Research, Office of	0	0	1
Naval Weapons, Bureau of	6	0	6
Oceanographic Office	798	8	806

	<u>Verified</u>	<u>Not Verified</u>	<u>Total</u>
<u>GOVERNMENT</u>			
<u>Post Office Department</u>	1	0	1
<u>Smithsonian Institution</u>	4	2	6
<u>State, Department of</u>	1,898	12	1,910
<u>Treasury, Department of the Library</u>	1	0	1
<u>United States Information Agency</u>	1	0	1
<u>United States Tariff Commission</u>	1	0	1
<u>Veterans Administration</u>	1	0	1
Total	5,130	251	5,381
<u>MISCELLANEOUS</u>			
American Association for the Advancement of Science	1	0	1
American Congress on Surveying and Mapping	1	0	1
American Geographical Society	209	15	224
American Meteorological Society	15	1	16
American University	6	0	6
Arlington County Library	2	0	2
Brookings Institution	46	16	62
California Institute of Technology	9	0	9
Catholic University of America	2	10	12
Cornell Aeronautical Laboratory	1	0	1
Encyclopaedia Britannica, Incorporated	34	0	34
Field Enterprises Educational Corporation	803	8	811
Genealogical Society of the Church of Jesus Christ of Latter Day Saints, Incorporated	1	0	1
George Washington University	18	4	22
Harvard University	1	0	1
John F. Ross Collegiate Vocational Institute (Canada)	1	0	1
Magnavox Company (Ft. Wayne, Indiana)	1	0	1
Martin Brothers Importers (Australia)	1	0	1
Maurer, Fleisher, Zon and Associates	1	0	1
National Academy of Sciences	4	0	4
National Cathedral	1	0	1
National Geographic Society	59	1	60
Polish International Exchange Service (Warsaw)	1	0	1
Radio Corporation of America	1	0	1
Rand McNally and Company	42	1	43
Santa Fe Preparatory School	14	4	18
Scripta Technica, Incorporated	29	1	30

	<u>Verified</u>	<u>Not Verified</u>	<u>Total</u>
<u>MISCELLANEOUS</u>			
<u>Personal:</u>			
DeKinder, Mr. John E.	0	2	2
Dukes, Mr. William	1	0	1
Fayen, Mr. Philip	7	0	7
Felkel, Mr. H. Warren	1	0	1
Flach, Mr. V. H.	9	0	9
Gelle, Mr. Louis	1	0	1
Gould, Dr. James W.	13	0	13
Hallgarten, Mr.	1	0	1
Markel, Mr. Morey	1	0	1
Raisz, Dr. Erwin	1	0	1
Schwab, Mr. Charles, Jr.	1	0	1
Snell, Mr. Dewitt S.	4	0	4
Stowers, Mr. E. G.	1	0	1
Utley, Professor Francis Lee	8	1	9
Total	<u>1,353</u>	<u>64</u>	<u>1,417</u>
Grand Total	<u>6,483</u>	<u>315</u>	<u>6,798</u>

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9. Department of Agriculture	3
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